



**HOUSING COMMISSION AGENDA**  
**Special Meeting: November 18, 2020**  
**Time: 8:00 a.m.**

**COVID-19 UPDATE:** Based on guidance provided by the Centers for Disease Control Prevention, the Shelter in Place order from Alameda County Public Health officials and Governor Newsom's Stay-at-Home Order, HACA's office building is temporarily closed to the public until further notice. **The Housing Commission will conduct this meeting via Zoom and via telephone.** You may participate in this meeting through one of the following options:

**Participate via Zoom Video Conference Platform:**

Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and/or downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways:

1. Click: <https://us02web.zoom.us/j/88460095724>  
OR
2. On your desktop or laptop go to: <https://zoom.us/join>  
then  
enter Meeting ID: 884 6009 5274  
OR
3. From a mobile device, e.g. a cell phone, iPad and/or tablet, download the Zoom app to your device. In the app tap on "Join Meeting" then enter  
Meeting ID: 884 6009 5274

**Participate via telephone:**

To access the meeting via telephone:

Dial: 1-888-788-0099 then when prompted, enter Meeting ID: 884 6009 5724

**PUBLIC COMMENT**

**If you wish to comment on a matter NOT on the agenda, please email your comment, to [melissat@haca.net](mailto:melissat@haca.net), preferably by 5:00 p.m. on November 17, 2020.** Your comment(s) will be shared during the meeting when the Chairperson calls for Public Comment. If you are attending the meeting on Zoom or by telephone please wait for the Chairperson to call for Public Comments then upon recognition by the Chairperson, state your name, comments and/or questions. To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers. Anyone wishing to address the Housing Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. **NOTE:** Only matters within the Housing Commission's jurisdiction may be addressed. Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please contact (510)727-8511 or [melissat@haca.net](mailto:melissat@haca.net).

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**HOUSING COMMISSION AGENDA**  
**Special Meeting: November 18, 2020**  
**Time: 8:00 a.m.**

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<b>1. CALL TO ORDER / ROLL CALL</b>		
<b>2. APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2020 MEETING</b>	<b>ACTION</b>	<b>3</b>
<b>3. PUBLIC COMMENT - On matters not on the Agenda</b>		
<b>4. NEW BUSINESS</b>		
<b>4-1. Resolution No. 22-20 Approving Amendments to HACA's Personnel Rules</b>	<b>ACTION</b>	<b>11</b>
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**MINUTES**  
**October 14, 2020**



**HOUSING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Meeting  
Meeting Date: Wednesday, October 14, 2020**

**Pursuant to the State of California’s Executive Order N-25-20 (at paragraph 11), this meeting was conducted via the Zoom video conference platform and by telephone.**

**1. CALL TO ORDER/ROLL CALL**

**Call to Order**

Chairperson Hannon called the meeting to order at 8:03 a.m.

**Roll Call**

Present:

Cmrs. Ballew, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Excused:

Cmr. Olson.

Entered after Roll Call:

Cmr. Finley.

**2. ACTION: APPROVE THE MINUTES OF THE SEPTEMBER 9, 2020 MEETING**

Melissa Taesali, Executive Assistant, stated for the record the following corrections to the minutes:

- On page 5, under item 4-1. (3<sup>rd</sup> paragraph), the sentence should read: “She is proud of Jacqueline.”
- On page 6, under item 4-3. (2<sup>nd</sup> paragraph), correct the typo to remove the extra letter “r” in the sentence at the end of the paragraph.
- On page 8, under item 10. change the word, “HACA’s” to “HACA.”

Recommendation: Approve the minutes of the September 9, 2020 meeting with the stated corrections.

Motion/Second: Patz/Gacoscos.

Upon a roll call vote being taken the votes were:

Ayes: Cmrs. Ballew, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Not present for the vote: Cmr. Finley

Excused: Cmr. Olson.

Motion passed. **APPROVED AS RECOMMENDED.**

3. **PUBLIC COMMENT:** *On items not on the agenda.*

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None.

4. **NEW BUSINESS**

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4-1. **RESOLUTION NO. 19-20: APPROVING AMENDMENTS TO HACA'S CONFLICT OF INTEREST CODE**

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Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann reported that staff is proposing to amend HACA's Conflict of Interest Code (Code) in order to update the job titles on the Code's list of designated employees. Ms. Taesali added that the Alameda County Clerk of the Board of Supervisors requires that agencies review their Codes biennially and that these proposed amendments are a result of the biennial review.

Recommendation: Adopt Resolution No. 19-20 approving amendments to HACA's Conflict of Interest Code.

Commission Discussion: Cmr. Gerry asked if the job classifications are being changed and Ms. Taesali indicated that the changes are to the job titles only. Cmr. Lamnin made a motion to adopt Resolution No. 19-20 with instruction to staff to change the date of the resolution from October 13, 2020 to the correct date of October 14, 2020.

Motion/Second: Lamnin/Shao.

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Ballew, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Not present for the vote: Cmr. Finley and Hannon.

Motion passed. **APPROVED AS RECOMMENDED.**

*Chairperson Hannon lost his connection to the Zoom meeting. Vice Chairperson Patz chaired the meeting until Chairperson Hannon was able to re-establish his connection to the meeting. Cmr. Finley also joined the meeting.*

4-2. **RESOLUTION NO. 20-20: APPROVING REVISIONS TO HACA'S PERSONNEL RULES**

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Charla Freckmann presented the staff report. Ms. Freckmann reported that the next set of revisions to HACA's Personnel Rules was presented to the Personnel Committee (PC) at their meeting on September 9, 2020 and that the PC conducted a thorough

review of the proposed amendments. She indicated that the PC made recommendations for additional revisions and highlighted these as she summarized the proposed updates and changes to the Personnel Rules. Ms. Freckmann recommended that the Housing Commission approve the proposed revisions to the Personnel Rules.

Recommendation: Adopt Resolution No. 20-20 approving the proposed revisions to HACA's Personnel Rules.

Commission Discussion: Cmr. Lamnin, Chairperson Hannon and Ms. Freckmann discussed the processing of appeals described under Section 15.4 of the Personnel Rules. Ms. Freckmann stated that she would add clarifying language to this section to ensure that timeframe for responding to and taking certain actions on an appeal is clear. Chairperson Hannon recommended that the Housing Commission adopt the resolution with the understanding that staff will report back to the Commission once the clarifying language has been added to this section. Cmr. Kumagai asked if any of the revisions are being made as a result of labor negotiations. Ms. Freckmann stated that the revisions were not a result of labor negotiations and that she is being careful not to make any revisions that would typically require a meet and confer with the employee union. Cmr. Lamnin and Ms. Freckmann discussed the Skelly hearing process.

Revised Recommendation: Adopt Resolution No. 20-20 approving the proposed revisions to HACA's Personnel Rules with the understanding that staff will report back to the Commission once the recommended changes to clarify the language in Section 15.4 are made.

Motion/Second: McQuaid/Finley.

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**4-3. RESOLUTION NO.: 21-20: APPROVING AMENDMENTS TO HACA'S BUDGETED POSITIONS FOR THE JULY 1, 2020 – JUNE 30, 2021 FISCAL YEAR**

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Kurt Wiest, Executive Director, presented the staff report. Mr. Wiest reported that he has held meetings with the members of the management team to ascertain the needs of the various departments at HACA. Mr. Wiest further reported that following his discussions with Daniel Taylor, Special Programs Manager, and an analysis of the work that is being done by Mr. Taylor's team, he has determined that there is a need for an additional Leadworker in that department. Daniel Taylor, Special Programs Manager, summarized the programs that his department is handling and stated that

the special programs are extremely complex. He explained that these special programs assist specific groups and require a high level of coordination with outside supportive services providers and partner agencies. Mr. Wiest indicated that funding for this position is available and recommended that the Commission adopt the resolution approving an amendment to the budgeted positions for the July 1, 2020 – June 30, 2021 fiscal year in order to enable staff to add a Leadworker to the Special Programs department.

Recommendation: Adopt Resolution No. 21-20 approving an amendment to the HACA's budgeted positions for the July 1, 2020 – June 30, 2021 fiscal year.

Commission Discussion: Cmr. Lamnin commented that the agency is operating at a deficit and expressed concern about the additional expense. Cmr. Lamnin and Mr. Wiest discussed the justification for this additional expense. Cmr. Lamnin and Mr. Taylor discussed his case load. Mr. Taylor explained that when he accepted the promotion to Special Programs Manager, he retained his case management duties and described what these duties are. Cmr. McQuaid commented that she has a similar concern about the additional expense. She thanked Mr. Taylor for the work that he has been doing and commented that although it is a common practice for agencies to overlap roles, agencies should not expect employees to do double work. Cmr. McQuaid also asked if the County has a hiring freeze in place and Mr. Wiest indicated that he was not aware of any hiring freeze or restrictions. Chairperson Hannon thanked Cmr. Lamnin for her comments and for being mindful of the budget. He commented that he recognizes the need for critical positions to be filled at HACA so that HACA can better serve the needs of the clients. Chairperson Hannon thanked Mr. Taylor for his work. Cmr. Lamnin expressed appreciation to Mr. Taylor for his work. She asked that staff review the budgeted positions when preparing the budget for next fiscal year to determine if the agency can still afford this position with the funding that will be available at that time. Mr. Wiest thanked the Commission for giving him the latitude to amend the budgeted positions and he commented on the need to advocate for enough funding for these programs. Cmr. McQuaid agreed with Cmr. Lamnin and recommended that staff do an assessment of all budgeted positions during the budget preparation.

Motion/Second: Gacoscos/Hannon.

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**4-4. INFORMATION: PROGRAM ACTIVITY REPORT**

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Daniel Taylor, Special Programs Manager, presented the staff report. Report received with no questions or comments from the Commission.

**5. COMMISSIONER REPORTS**

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Comr. Lamnin expressed appreciation for the new format of HACA's website. She recommended that staff make it easier for the public to access the Commission meeting agenda by placing links in a more prominent location on the website.

Vice Chairperson Patz reported on his attendance at the grand opening of the Estrella Vista Affordable Residential project in Emeryville. He described the project and expressed appreciation to the agencies who were involved for their collaboration and regional approach in the development this project.

Comr. Gacoscos, Mr. Wiest and Jennifer Cado, Senior Administrative Analyst, discussed HACA's waitlist. In their discussion, Ms. Cado mentioned some tools and resources that are currently available to assist in searches for affordable housing.

**7. COMMITTEE REPORTS**

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None.

**8. COMMUNICATIONS**

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Mr. Wiest provided the status on HACA's COVID-19 response. He reported that HACA's office building remains closed to the public and that approximately half of HACA's staff are working remotely. He added that the staff who remain in the office are practicing strict social distancing protocols and doing their part ensure a safe work environment.

Mr. Wiest discussed HUD's mobility demonstration. He described the purpose of the demonstration and indicated that HACA has been in discussion with other housing authorities to come up with a regional approach to apply for and participate in this upcoming demonstration.

Mr. Wiest also reported that HACA has been invited to apply for additional Foster Youth Initiative vouchers. He also reported that HACA's Family Self-Sufficiency (FSS) program has partnered with consultant, Nan McKay and Associates, to update the FSS program action plan.

Mr. Wiest provided an update on the recruitment for the Senior Tenant Commissioner. He also advised the Commission that their regular meeting in November falls on the Veterans Day holiday. After a brief discussion, the Commission agreed to change the meeting date and hold special meeting on Wednesday, November 18.

**9. ADJOURNMENT**

On a motion made by Cmr. Gerry and seconded by Cmr. McQuaid, the Housing Commission adjourned this meeting at 9:23 a.m.

Respectfully submitted,

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Melissa Taesali  
Executive Assistant/Housing Commission Clerk

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Kurt Wiest  
Executive Director/Housing Commission Secretary

**Approved:**

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Michael Hannon  
Housing Commission Chairperson

**NEW BUSINESS**  
**November 18, 2020**

**HOUSING AUTHORITY OF THE COUNT OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 18, 2020

Subject: Personnel Rule Revisions

Exhibits Attached:

- Resolution No. 22-20
- Attachment A: Revised and Clean Versions of HACA’s Personnel Rules
- Attachment B: New stand-alone policies
- Attachment C: Fleet Management, Driver Safety & Vehicle Use Program 2020

Recommendation: Adopt Resolution 22-20 approving the revisions to HACA’s Personnel Rules

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**BACKGROUND**

On October 14, 2020, your Commission’s Personnel Committee approved recommended changes to the Personnel Rules identified below. Personnel Rule 1.2 states that the Personnel Rules may be amended by a resolution adopted by the Housing Commission on the recommendation of the Personnel Committee.

**DISCUSSION and ANALYSIS**

Staff is currently undertaking a rewrite of the Personnel Rules to bring them up to date, correct grammar and misspellings, better organize the provisions and format the Rules in a more logical manner. These types of amendments do not require a notice or meet and confer as there are no changes to terms and conditions of employment for employees.

The Personnel Rules were originally written as part of HACA’s process of establishing itself as an independent public agency over 40 years ago. From time to time, certain provisions of the Rules have been revised when terms and conditions of employment have changed as a result of labor negotiations or changes to management benefits have been implemented, but otherwise they are as they were when first written.

This project is too cumbersome to implement all at once; therefore, revisions to the Rules will be handled in groups. Most revisions involve considerable reorganization of articles and sub-sections as well as re-wording for simplification and clarity. Staff has included both

tracked and clean versions of all the revisions, although the tracked versions are very difficult to read so you may want to focus on the clean versions.

For your review and consideration today are the following Articles:

- Article 18 – Holidays
- Article 19 – Vacation
- Article 16 – Sick Leave

The following chart should assist in visualizing what titles to articles were changed, what sections were moved to other articles and what articles are new in terms of re-organization.

Art. #	Original Title	New Article/Title	Sections Deleted/Added	Moved To
14	Use of HACA-Owned Vehicles	N/A	N/A	Separate policy
17	Holidays	18 – Holidays	N/A	N/A
18	Vacation Leave	19 – Vacation Leave	N/A	
19	Sick Leave	20 – Sick Leave	19.10 – Modified Duty	Separate policy
			19.11 – Kin Care	Separate policy
			19.12 – Death in Family	Separate policy
			19.16 – Catastrophic Leave	Separate policy

**Article 14 – Use of Authority-Owned Vehicles**

This article was removed and is proposed as a separate policy (see Attachment C). The proposed stand-alone policy expands this topic to include safety protocols and outlines overall responsibilities of managing fleet vehicles. Further details are discussed below.

**Article 18 – Holidays**

The Personnel Rules designate the paid holidays for all HACA employees and outlines related provisions regarding paid holidays such as eligibility for paid holidays and holiday compensation. The most significant revision to this article is changes in Section 18.2.E regarding the potential for other holidays to be declared or appointed by the President of the United States or the Governor of the State of California. The revisions read as follows:

“All other days appointed by the President of the United States or the Governor of the State of California for a public fast, national day of mourning, thanksgiving or holiday and announced by the Executive Director. An Executive or Gubernatorial order designates a “holiday” applicable to this section only when it specifies that it applies to other government agencies specifically local government agencies such as HACA.”

The above language is taken from the current Memorandum of Understanding (MOU) between the Housing Authority and SEIU Local 1021 and is proposed here to keep the Personnel Rules consistent with this provision in the MOU. This provision in the MOU is the primary source document on this issue because the language reflects an agreement between SEIU Local 1021 and HACA. The current MOU language was negotiated to resolve an issue with the prior MOU language (and the existing Personnel Rule language) which created the potential for violations of the Brown Act. The potential violation in the prior language related to the Executive Director having to “poll” members of the Commission for their determination of the applicability of an Executive or Gubernatorial declaration of a holiday.

#### **Article 19 - Vacation**

The changes to this article reflect reorganization and revision for clarification. A few sections were changed to be consistent with the current MOU language such as the changes to Section 19.6 regarding the Vacation Purchase Plan.

#### **Article 20 – Sick Leave**

Considerable reorganization was made to the Sick Leave article to improve the order in which the sections read. Existing language was also rewritten to be more concise and to clarify the intent of the language. Section 20.5 – Industrial Sick Leave Benefits – was changed to the same language in the current MOU.

Several sections in this article were removed and became stand-alone policies (see Attachment B). This decision was made because the subject matter of the removed sections relate to primary leave benefits and/or programs that establish a framework for the elements of the benefit or program – thus justifying stand-alone policies. The sections being proposed for stand-alone policies are in the chart below.

Revisions to these rules were approved by your Personnel Committee at its September 2020 meeting to re-organize, simplify and update the language to reflect current policy

and procedures. Your Personnel Committee provided comments and a few suggestions for further clarification. The points of clarification that were discussed by your Personnel Committee have been addressed in the versions before you today and are highlighted in yellow.

As previously indicated, these changes, albeit substantial in “cutting and pasting,” are not substantive changes to terms and conditions of employment. The Personnel Committee recommended that your Commission adopt the attached resolution revising the Personnel Rules as described.

A further description of the proposed stand-alone policies are discussed below.

### **New Stand-Alone Policies Created from the Personnel Rules**

#### **1. Modified Duty & Return to Work Program**

As originally written, Article 19 – Sick Leave – was a paragraph that inadequately described HACA’s provisions for providing modified duty. When able to do so, HACA provides modified duty to employees who are returning to work from a period of incapacity from either industrial or non-industrial causes. The program elements and employee responsibilities are expanded in the proposed policy and reflect current HACA practice.

Attached are clean copies of the original Personnel Rule Section 19.10 (See Attachment A) and the new stand-alone Modified Duty & Return-to-Work Program (See Attachment B at pages 2-7) for your review and consideration.

#### **2. Kin Care and Related Leaves Policy**

On July 1, 2015, California enacted Labor Code §245 providing for paid sick leave to allow employees to be paid (from state benefits) to care for qualifying family members. This law included parent-in-law, grandparent, grandchild and sibling as qualifying family members. The existing Labor Code provision (Labor Code §233) for “kin care” did not include these family members.

On January 1, 2016, SB 579 was enacted to amend the Labor Code to create consistency between kin care and paid sick leave relating to qualifying family members for whom employees could use sick leave. SB 579 also added a provision allowing employees to take unpaid leave for “child-related” activities if the employee is a parent with more children attending kindergarten, grades 1 – 12, or is at a licensed child care provider. The law allows employees to use their accrued vacation, sick leave, floating holiday or

compensatory time off to take leave for child-related activities. The law defines child-related activities as:

- Finding, enrolling or re-enrolling a child in a school or licensed child-care provider;
- Addressing a child-care provider or school emergency, including a request that the child be picked up from school or the child-care provider;
- Addressing behavioral or discipline issues;
- When there is a school closure or unexpected unavailability of the school (excluding planned holidays) or a natural disaster.

Finally, on September 28, 2020, AB 2017 was enacted to amend the kin care law in Labor Code §233 to expand the eligibility for kin care beyond caring for family members. AB 2017 provides that employees may use kin care leave if they are a victim of domestic violence, sexual assault and/or stalking.

HACA provides kin care leave and this benefit is in Section 19.11 of the Personnel Rules. Given the new components stemming from the kin care leave requirement and the fact that other leave benefits HACA provides are in separate policies, it is proposed that HACA's original kin care provision in Section 19.11 of the Personnel Rules be contained in a separate policy which incorporates recent statutory changes described above.

Attached are clean copies of the original Section 19.11 (see Attachment A) and the new stand-alone Kin Care & Related Leaves policy (see Attachment B at page 8-10) for your review and consideration.

### **3. Bereavement Leave**

HACA provides paid bereavement leave and this benefit is in Section 19.12 of the Personnel Rules. It is proposed that HACA's original bereavement leave provision be in a separate policy as are most of the other various leave benefits provided by HACA.

Attached are clean copies of the original Section 19.12 (see Attachment A) and the new stand-alone bereavement leave policy (see Attachment B at pages 11-12) for your review and consideration.

### **4. Catastrophic Leave**

HACA has a Catastrophic Leave benefit allowing employees to donate sick or vacation leave for use by qualifying employees who have exhausted all their own paid leave options. Employees must have suffered a catastrophic illness or injury which renders

**HACA AGENDA ITEM NO.: 4-1.**

them unable to work. As currently written, this benefit is in Section 19.16 of the Personnel Rules found in Article 19 – Sick Leave.

Recently, on August 3, 2020, the IRS released a document, “Leave Sharing Plans Frequently Asked Questions” interpreting a prior IRS Revenue Ruling regarding catastrophic leave programs. The FAQs indicated that an employer should adopt a separate written plan spelling out who is eligible to receive donated leave, the requirements for donating leave and how the plan is structured. The FAQs further indicated that in order to avoid tax consequences for leave donors, the catastrophic leave plan must require that donations be made to a leave bank rather than to specific individuals and then eligible employees may draw from the leave bank.

HACA’s existing catastrophic leave benefit is in Section 19.16. In practice, HACA administers this benefit in a way that is consistent with the IRS Revenue Ruling and the FAQs. However, the written provision is not clear that the benefit is a leave sharing program.

In order to further clarify that HACA’s catastrophic leave benefit is a leave sharing program and to comply with the recommendation that employers have a separate written policy, it is proposed that HACA’s original catastrophic leave benefit in Section 19.16 of the Personnel Rules be contained in a separate policy.

Attached are clean copies of the original Section 19.16 (see Attachment A) and the new stand-alone Catastrophic Leave Sharing Program (see Attachment B at pages 13-17) for your review and consideration.

**5. Fleet Management, Driver Safety & Vehicle Use Program**

Article 14 of the Personnel Rules relates to the use of HACA-owned vehicles and primarily focuses on the consequences of an employee’s misuse of these vehicles. This provision requires that administration by staff and should include several other related program components such as fleet vehicle management, driver safety and employee responsibilities. Therefore, the revisions to this rule are proposed as a stand-alone policy, expands the language to include safety protocols and outlines overall responsibilities of managing fleet vehicles.

Attached are clean copies of the original Personnel Rule 14 (see Attachment A) and the new stand-alone Fleet Management, Driver Safety & Vehicle Use Program for your review and consideration (see Attachment C).

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 22-20**

**RESOLUTION APPROVING REVISIONS TO THE  
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA PERSONNEL RULES**

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) has implemented Personnel Rules governing certain terms and conditions of employment for both management and non-management employees; and

**WHEREAS**, Section 1.2 of said Personnel Rules allows for amendment of these rules by resolution adopted by the Housing Commission on the recommendation of the Personnel Committee; and

**WHEREAS**, at its meeting of October 14, 2020 your Personnel Committee approved recommended revisions to Personnel Rules 14 and 17-19 to improve organization, clarity and reflect the current intent of policy and procedures;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the recommended revisions to Personnel Rules 14 and 17-19 as presented at this meeting.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 18th day of November 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

\_\_\_\_\_  
Kurt Wiest  
Executive Director

\_\_\_\_\_  
Michael Hannon  
Housing Commission Chairperson

**Adopted:** November 18, 2020

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 18, 2020

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended September 30, 2020

Recommendation: Receive Report

Financial Statement: \$20,669,835.85 invested at an Average Annual Yield ranging from 0.11% to 0.84% (excluding FSS Escrow Participant Accounts)

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**BACKGROUND**

Public agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the agency's investments and to certify to their compliance with the approved investment policy.

**DISCUSSION AND ANALYSIS**

The attached investment portfolio report reflects the investments as of the quarter ending September 30, 2020 for each program that HACA administers. \$15.59M, or 75% of the total portfolio, is invested in Union Bank commercial paper, \$1.72M, or 8% of the total, in various issuers' certificates of deposit (CD) and \$3.36M, or 16% of the total, in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves and the dwindling balance of Unrestricted Net Position (UNP) has made even short-term investment infeasible.

The Housing Development Fund has a total investment of \$3.36M, which is 16% of the total investment portfolio and entirely in LAIF.

PACH has a total investment of about \$10.2M, which is 49% of the total investment portfolio. Funds for replacement reserves in the amount of \$1.72M are invested in laddered long-term CDs (maturities in 2-5 years).

Ocean Avenue and Park Terrace investments are 0.9% and 5.4% of the total investment, respectively. The Health Care Services Agency (HCSA) Flexible Housing Subsidy Program has \$5.79M, which is 28% of the total investment.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at Union Bank.

**Housing Authority of Alameda County  
Investment Portfolio  
For the Quarter Ended September 30, 2020**

<b>PROGRAM NAME</b>	<b>TYPE OF ACCOUNT</b>	<b>AMOUNT</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>
PACH	Union Bank N.A. Commercial Paper	\$ 8,497,274.31	various	various
PACH - RAD	Certificate of Deposits (various issuers)	\$ 1,715,000.00	various	2-5 years
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 190,234.97	0.11004%	10/6/20
Park Terrace	Union Bank N.A. Commercial Paper	\$ 1,111,372.69	0.13006%	2/3/21
HCSA	Union Bank N.A. Commercial Paper	\$ 5,792,217.08	0.15007%	12/3/20
	Sub-total	\$ 17,306,099.05		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 3,363,736.80	0.84000%	N/A
<b>TOTAL</b>		<b>\$ 20,669,835.85</b>		

The above investment portfolio is in compliance with the policy approved by the Housing Commission.

\_\_\_\_\_  
Kurt Wiest  
Executive Director

\_\_\_\_\_  
Date

# BUDGET STATUS REPORT

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
FOR THE PERIOD ENDED SEPTEMBER 30, 2020**

	Housing Choice Voucher			Housing Development Fund			PACH		
	Approved Budget FY 2020-2021	Budget 09/30/2020	Actuals 09/30/ 2020	Approved Budget FY 2020-2021	Budget 09/30/2020	Actuals 09/30/ 2020	Approved Budget FY 2020-2021	Budget 09/30/2020	Actuals 09/30/ 2020
<b>Housing Assistance Payments (HAP)</b>									
Est. HUD PHA grants-HAP	125,754,404		30,346,977						
Less: Est. HAP expenses	125,676,991		31,796,173						
<b>Operating Income</b>									
Rental revenue - tenants	-		-	143,000	35,750	35,785	1,475,928	368,982	327,696
Other revenue -tenants	-		-	-		-	106,875	26,719	26,718
HUD PHA grants (Including Covid 19 Admin. Funds)	8,722,368	2,180,592	1,736,366	-		-	3,990,584	997,646	988,197
Other revenue	327,518	81,880	76,054	42,500	10,625	-	3,500	875	320
Other revenue - property management fees	-		-	1,758,840	439,710	439,710			
Investment income	-		-	50,000	12,500	7,142	115,060	28,765	11,695
<b>Total</b>	<b>9,049,886</b>	<b>2,262,472</b>	<b>1,812,420</b>	<b>1,994,340</b>	<b>498,585</b>	<b>482,637</b>	<b>5,691,947</b>	<b>1,422,987</b>	<b>1,354,626</b>
<b>Operating Expenses</b>									
Administrative salaries	(4,202,521)	(1,050,630)	(1,010,671)	(459,981)	(106,149)	(131,189)	-		-
Administrative expenses	(2,048,368)	(512,092)	(377,603)	(204,465)	(51,116)	(37,833)	(757,461)	(189,365)	(116,734)
Property Management and Administrative Service Fees							(1,670,400)	(417,600)	(417,600)
Utilities	-			(47,716)	(11,929)	(9,280)	(227,147)	(56,787)	(36,394)
Covid 19 Expenses	(1,400,000)	(350,000)	(34,830)	-		-	-		-
Maintenance services	-			(133,553)	(33,388)	(37,112)	(1,144,578)	(286,145)	(348,091)
General expenses	(181,566)	(45,391)	(23,661)	(11,169)	(2,792)	(9,150)	(194,946)	(48,737)	(42,473)
Employee benefits	(2,395,437)	(598,859)	(460,758)	(317,654)	(101,789)	(85,992)	-		-
<b>Total</b>	<b>(10,227,892)</b>	<b>(2,556,972)</b>	<b>(1,907,523)</b>	<b>(1,174,538)</b>	<b>(307,163)</b>	<b>(310,556)</b>	<b>(3,994,532)</b>	<b>(998,634)</b>	<b>(961,292)</b>
<b>Income (Loss)</b>	<b>(1,178,006)</b>	<b>(294,500)</b>	<b>(95,103)</b>	<b>819,802</b>	<b>191,422</b>	<b>172,081</b>	<b>1,697,415</b>	<b>424,353</b>	<b>393,334</b>
<b>Cash &amp; Investments as of 09/30/2020</b>			<b>3,454,151</b>			<b>3,959,747</b>			<b>12,274,690</b>

Restricted	3,260,408
Unrestricted	9,014,283
<b>Total</b>	<b>12,274,690</b>

# **PROGRAM ACTIVITY**

# **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 18, 2020

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

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**SECTION 8 HOUSING CHOICE VOUCHERS (HCV)**

- **Lease-Up:** As of November 1, 2020, the Section 8 HCV program had 6,123 units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority, but excludes portability clients for which we are billing the initial housing authority.
- **HCV Program Utilization:** As of November 1, 2020, the average HAP subsidy was \$1,728 and the average tenant-paid rent portion was \$541 for an average Contract Rent of \$2,270. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.
  - ❖ As of November 1, 2020, HACA had 157 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction).
  - ❖ As of November 1, 2020, HACA billed other housing authorities for 438 incoming portability contracts.
  - ❖ As of November 1, 2020, 227 of PACH’s 230 project-based voucher (PBV) units are leased. Due to COVID-19, we are leasing the two units at Nidus Court that were being held vacant to be used as temporary living units for tenants while we remodel their units at the property. We hope to resume our remodeling project soon.
- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of November 4, 2020, there were 118 active properties listed.

	12/1/19	1/2/20	2/3/20	3/2/20	4/1/20	5/4/20	6/2/20	7/6/20	8/3/20	9/1/20	10/1/20	11/4/20
Units	63	58	58	64	63	70	79	105	99	109	103	118

**HOUSING AUTHORITY OF THE COUNTYH OF ALAMEDA**  
**Section 8 Contract and HAP Report for the month of October 2020**

City	Certificates		Vouchers		OCTOBER 2020 TOTAL		OCTOBER 2019	OCTOBER 2018
	Number	HAP* based on avg \$1,992	Number	HAP** based on avg \$1,761	Number	HAP		
Albany	0	\$0	12	\$21,132	12	\$21,132	12	15
Castro Valley	4	\$7,968	220	\$387,420	224	\$395,388	203	216
Dublin	3	\$5,976	402	\$707,922	405	\$713,898	368	369
Emeryville	6	\$11,952	151	\$265,911	157	\$277,863	133	143
Fremont	21	\$41,832	1,089	\$1,917,729	1,110	\$1,959,561	1,031	1,008
Hayward	45	\$89,640	1,832	\$3,226,152	1,877	\$3,315,792	1,781	1,810
Newark	6	\$11,952	221	\$389,181	227	\$401,133	205	198
Pleasanton	3	\$5,976	253	\$445,533	256	\$451,509	187	177
San Leandro	13	\$25,896	1,309	\$2,305,149	1,322	\$2,331,045	1,218	1,225
San Lorenzo	3	\$5,976	176	\$309,936	179	\$315,912	174	187
Union City	7	\$13,944	698	\$1,229,178	705	\$1,243,122	674	698
<b>TOTALS</b>	<b>111</b>	<b>221,112</b>	<b>6,363</b>	<b>11,205,243</b>	<b>6,474</b>	<b>11,426,355</b>	<b>5,986</b>	<b>6,046</b>

\* Based on an average October Housing Assistance Payment (HAP) of \$1,992 per certificate contract

\*\*Based on an average October Housing Assistance Payment (HAP) of \$1,761 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**Section 8 Average Contract Rent Report for the Month of October 2020**

<b>City</b>	<b>Number of HAP Contracts (HCV Only)</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	12	\$1,700	\$1,371	\$398	23%
Castro Valley	220	\$2,323	\$1,812	\$510	22%
Dublin	402	\$2,224	\$1,752	\$471	21%
Emeryville	151	\$1,862	\$1,372	\$490	26%
Fremont	1,089	\$2,450	\$1,922	\$526	21%
Hayward	1,832	\$2,203	\$1,680	\$522	24%
Newark	221	\$2,605	\$1,937	\$668	26%
Pleasanton	253	\$2,049	\$1,665	\$384	19%
San Leandro	1,309	\$2,215	\$1,702	\$513	23%
San Lorenzo	176	\$2,519	\$1,885	\$632	25%
Union City	698	\$2,455	\$1,860	\$592	24%

\*Some rents may vary by \$1 due to rounding

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.



**To:** Kurt Wiest, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges, Vanessa Kamerschen  
**Date:** November 10, 2020

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<b>Program Summary</b>	<b>October 2020</b>
Total Clients Under Contract:	197
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$11,952.02
Ports In:	0
Ports Out:	0
Terminations:	3
New Contracts:	0

## **FSS PROGRAM NEWS:**

### **FSS Program Update**

#### **FSS Orientations**

The FSS team held two orientations in October. The program goal is to schedule FSS orientations every quarter—in an effort to increase the size of the program. Eighteen (18) participants in total attended the orientations.

#### **It's Your Time to Shine Celebration**

The FSS team is finalizing the details of our 11<sup>th</sup> annual *It's Your Time to Shine* celebration. In an effort to continue on with our celebration despite the current pandemic, we will recognize the achievements of our FSS families over the last year and conduct our annual celebration via Zoom. The event is scheduled for Thursday, November 19, 2020, at 6:00 p.m.

**Case Management Referrals = 15**

Job Referrals = 60